

School Council Timeline (Suggested)

August

- *Election of school council members, hold the first meeting during PD days in August
- *Members of School Council select a chairperson and secretary
- *Establish internal rules of order

September

- *Status of workload distribution
- *Parent/Teacher meetings and interviews
- *Review of reporting schedule and procedures
- *Procedures for teacher absences and substitutions
- *Staff phone/email chain for emergencies
- *Orientation of new teachers and substitutes to the school
- *Supervision Schedule (interim until finalized)
- *Use of professional days (local and/or board-wide)

October

- *Review of final workload distribution (as of Oct. 15th)
- *Budget Status (final school numbers as of Sept. 30th) – this is a standing item on School Council
- *Discuss Extra-Curricular Activities – Value Added

November

- *Plans for the days preceding holidays
- *Exam schedules and supervision – places/dates/length
- *Review school calendar – special events
- *Budget Status

December

- *Begin planning for school organization for next school year (curriculum, objectives, school offerings (ie sport etudes, French immersion), staffing needs)
- *Finalize the exam schedule and supervision schedule

January

- *Have a plan ready for study of objectives, curriculum, school organization and needs for next school year that was begun in December.
- *Update on the status of the school budget

February

- *Examine the student enrolment forecast for upcoming school year (feeder schools)
- *Begin to plan for what renovations/equipment are required to the school
- *Formulate the programme and organizational recommendation for the school
- *Begin the plan for next year's budget based on results of the past budget and projected school enrolment.

March

- *Establish budget distribution for the following year (amount per dept. / cycle / team)
- *Address staffing organizational plans
- *Begin provisional staffing needs

April

- *Set the criteria for selection of staff assistants (job qualifications and descriptions)
- *Begin to look at school calendar for the following year (setting floating PD days), parents night, graduation day, curriculum night, open house, meet the teacher etc..
- *Discuss Value Added provisions (unless there is a value added committee in place)- be sure there is a detailed workload, activity log , credit application

May

- *June Exams and invigilation schedule
- *Review of school rules (dress code, safety, conduct)
- *Review for new programmes
- *Review of emergency preparedness plans
- *Final review of Value Added assigned credits (unless a value added committee is in place)

June

- *Review of status of staffing plan
- *Review of the per capita allocations and global amounts available to the school (budget)